

SECTION 14

REIMBURSEMENT OF INCURRED COSTS

FIRE AGENCY COSTS

14.1 Personnel: Regular Fire Agency Employees

14.1.1 Principle

- The costs of fire agency employees tasked to the state mobilization by their home agency will be paid except as limited or otherwise provided herein.
- Eligible costs incurred by the agency for the state mobilization will be certified by the fire agency to the Washington State Military Department for reimbursement.

14.1.2 Resource Order Authority

- A resource request number shall be assigned to each mobilized unit or overhead personnel. The resource request number is the authority reference for all claims, including those of the personnel assigned to the units.
- A valid resource request number is required as a condition for payment, but is not, per se, an authorization for payment.

14.1.3 Mobilized Personnel

- Regular paid or career employees of a fire agency that are tasked to a state mobilization by their home fire agency will continue to be employees of that agency at all times.
- Regular paid or career employees will be compensated in accordance with the policies, labor agreements, and practices of their employer agency.

Fire Service Employee as Volunteer

A regular paid or career employee of a fire agency may accept a state mobilization assignment on personal time. In such case, that person is mobilized as a volunteer and will be employed and paid as a volunteer (see Volunteer Firefighters).

14.1.4 Cost Measure

- The measure to be used for the regular paid or career personnel costs of fire agencies is the total cost of compensation (TCC), including benefits. See Appendix G.4 for allowable TCC costs; no additional personnel costs will be allowed.

Exception: See below for limitations on reimbursable costs of Incident Management Team personnel.

14.1.5 Limitations on Reimbursement of Costs

• Overtime

Reimbursable compensation of regular paid or career employees of a fire agency may not exceed regular time pay for regular assigned work hours plus overtime pay for extra assigned hours. Overtime pay for all hours is not allowed unless all mobilized hours are outside of regular assigned work hours.

- **Out of Service Unit**
The costs of personnel assigned to a unit that is out of service (e.g., decommissioned by the Ground Support Unit, broken down) are not paid during the unit's out-of-service time unless they work in reassigned positions. Complete documentation of out-of-service time and any reassignments is mandatory.
- **Incident Management Team Personnel**
 - Reimbursable costs of Washington Integrated Incident Management Team personnel are limited.
 - Reimbursable costs for Incident Management Team personnel include local fire protection jurisdiction costs for regular time hours worked, overtime hours worked, benefits, transportation, and per diem. The overtime premium costs of required direct replacement (backfill) personnel are also allowed.
 - "Benefits" are limited to allowable TCC costs (see Appendix G.4).
 - This means that portal-to-portal time is not allowed for IMT personnel. Incident-assigned hours worked is the essential parameter for reimbursable costs, not an hourly rate. A local fire protection jurisdiction must configure its claim to cover its actual TCC.
- **Incident Time Off**
In principle, any incident personnel may request non-compensated time off from the incident during unassigned time, subject to the approval of the Incident Commander. The compensable time reported for the incident shall specifically indicate any such time off, and it shall not be compensable or reimbursable as an agency cost.
- **Incident Crew Change Costs**
Reimbursement of costs incurred in making crew replacements (as allowed by Section 10.4) are limited. No time is allowed for any of the changing crewmembers (see Section 14.4.4).

14.1.6 Home Agency Replacement Personnel

- The excess costs of personnel required by the provider agency as replacements for mobilized personnel will be paid.
- Excess costs are those incurred over and above the costs that are normal and usual for regular operations (e.g., overtime premium). Utilize the MOBE 16-2B form (see Appendix G.1).

14.1.7 Returning Mobilized Firefighter that has been "Backfilled"

- When required to comply with local minimum staffing requirements, the overtime premium costs of a replacement firefighter filling for a firefighter tasked to a state fire mobilization are reimbursable (see Section 14.1.6 above). When the mobilized firefighter arrives back home, eligibility ends for any cost reimbursement (1) for that firefighter and (2) for the backfilling replacement firefighter. If the mobilized firefighter arrives home during his/her regular work shift, the expectation is that he/she will report for and return to work.
- If the home fire agency chooses to allow the returning firefighter to go home (i.e., to their personal residence), rather than to return to work, it does so at its own expense (not reimbursable).

14.1.8 Support Personnel

- Fire agency costs for personnel working in a support role specific to the state mobilization effort, such as personnel responsible for coordinating the state mobilization effort for their jurisdiction, are reimbursable provided that such costs are above and beyond normal and usual fire agency costs.
- Resource request numbers are required for support personnel and are to be requested through the Regional Fire Resource Coordinator.

14.1.9 Incident Support Personnel

- Local fire agencies providing state mobilization resources are not to send support personnel (i.e., paramedics or mechanics) with those resources.
- No resource request numbers will be authorized for such support resources and they will not be eligible for cost reimbursement.

14.2 Apparatus

14.2.1 Apparatus Eligible for Payment

- Costs of fire agency apparatus utilized in the state mobilization, including structural firefighting units, required support units, and command vehicles, will be paid.
- Costs of privately owned vehicles are not a fire agency expense, and are not eligible for reimbursement.

14.2.2 Compensable Time

- Compensable (“working”) time for firefighting apparatus includes:
 - Travel time to and from the state mobilization incident site, i.e., driving time, except for transported or towed units.
 - Actual hours on assigned shift status except assigned standby (staging) time during which the unit is not running.
- Unit status as assigned will be determined by the incident shift plan.
- Units allocated to the incident but not assigned are not paid except as provided by the minimum time provision below. These units, although allocated to the state mobilization, are unassigned or non-staged. Allocated, unassigned units will normally be at a mobilization assembly area or base.
- A minimum of 5 hours of “working” time will be paid per 24-hour period for firefighting apparatus, even if actual hours worked (assigned) is less, provided that the apparatus is in service (response ready). This minimum “working” time provision does not apply to travel days to or from the incident.

14.2.3 Payment Rates

- Payment rates for apparatus and equipment will be in accordance with the current Washington - Oregon Interagency Rate Schedule as amended and adopted by the Washington State Association of Fire Chiefs. The current Interagency Wildfire Wage and Equipment Rental Rates as adopted by the Washington State Department of Natural Resources will be utilized for equipment and personnel rates not found in the Washington - Oregon Interagency Rate Schedule as amended and adopted by the Washington State Association of Fire Chiefs.

- The Finance Section Chief for the fire mobilization Incident Management Team shall have the authority to negotiate payment rates for specialized resources, including those with nominally listed (published) rates, provided that such negotiated rates, with reasons and facts in support, are documented and a copy attached to the claim(s).

Payment rates are “wet rates”, inclusive of all fuel, oil, maintenance, repair, insurance, and incidental costs (e.g., ferry transport).

- The direct costs of all fuel, oil, maintenance, repair, insurance, and incidental costs must be paid by the owner agency (i.e., resource provider) and are not reimbursable.
- Units are paid per the type ordered, but are subject to revision based on how they are actually used.
Example: Type 3 Engine 2x4 ordered, Type 2 Engine 4x4 provided. Engine is paid as a Type 3, 2x4 (as ordered), but if 4x4 capability is required, it is paid as a Type 3, 4x4.
- Units are paid for what they are (e.g., 2x4 or 4x4) unless the order is specific.
Example: Type 3 Engine ordered, Type 1 Engine provided; drive (2x4 or 4x4) not specified in the order. Engine is paid as a Type 3, and if it is 4x4 it is paid as a Type 3, 4x4 whether or not 4-wheel-drive was actually used.
- For a 4x4 unit, 4x4 rates are paid for all eligible time, whether or not 4-wheel-drive was actually used except in the case of a 4x4 unit filling a specific 2x4 order.
- The apparatus premium for foam is paid only for hours that foam is actually used, not for all hours. The apparatus premium for foam does not include the cost of the foam concentrate. Foam concentrate is to be either replaced from incident supply or by the home agency and is a reimbursable cost.

14.2.4 Decommissioned (Out of Service) Units

- The Ground Support Unit will coordinate and provide for the inspection of all state mobilization apparatus, to be scheduled for the first non-working period so as not to delay resource deployment.
- Decommissioned units are out of service. Out of service apparatus (and its personnel) are not eligible for any incident assignments or state mobilization payments until repaired and accepted by the Ground Support Unit; personnel may be reassigned to in-service unit(s). A decommission order by the Ground Support Unit may not be overruled except by direct action of the Incident Commander.

14.2.5 Mileage

- Mileage rates quoted in the Washington - Oregon Interagency Rate Schedule are paid for units not eligible for hourly rate compensation. These mileage rates are paid only for state mobilization vehicles, i.e., vehicles mobilized for and used on state mobilization incident assignment.

14.2.6 Personal Vehicles

- The mileage rate for privately owned vehicles used for personal transportation to the incident is the standard applicable state rate for personal vehicle use. To be eligible for mileage rate reimbursement, each personal vehicle must have an assigned resource request number. Mileage to and from the incident for a personal vehicle will be paid only once for the incident.

14.2.7 Support Units

Support units and command vehicles will be paid mileage allowance only for mileage incurred as necessary for the operation. The mileage rate includes all costs of operation (fuel, oil, maintenance, repair, and insurance).

14.3 Apparatus and Equipment Loss or Damage

14.3.1 Required Reports

Apparatus or equipment loss or damage for which any reimbursement of cost may be sought must be reported to the on-scene Division Supervisor or higher officer when the loss or damage is incurred so that the circumstances can be confirmed and a record made. This loss or damage report, supported by the record in the unit log, is required for the support of any claims made. Utilize the MOBE 9-2 form, Lost / Damaged Equipment Notice, (see Appendix G.1).

14.3.2 Limitations

- The cost of apparatus or equipment repair or replacement due to loss or damage as a direct result of state mobilization activity will be paid provided that such loss or damage was not caused by the willful misconduct, negligence, or bad faith of the claimant.

The only costs that are reimbursable under this provision are for physical loss or damage caused directly by the dynamics of the emergency event or direct firefighting activity.

Examples:

- Losses incurred due to a “cut and run” order.
- Physical damage caused by falling debris from the fire.
- The costs of mechanical or other physical damage repair are deemed to be included within the “wet rate” paid for apparatus; there is no reimbursement for these costs.

Examples:

- Mechanical breakdowns, including major items (e.g., motor, transmission, differential).
- Body damage, minor (e.g., scratched paint from brush and trees, or damage sustained from running through fences) or major (e.g., body and fender damage).
- Costs incurred due to incidental loss or damage to apparatus, equipment, or personal property are not reimbursable.
- The costs of temporary replacement for lost or damaged apparatus, equipment, or personal property (e.g., rental expense) while permanent repairs or replacement are being pursued are not reimbursable.

14.3.3 Claims for Reimbursement

Claims for the reimbursement of costs for apparatus or equipment loss or damage must be:

- Submitted on the MOBE 3-2 form
- Accompanied by:
 - (1) The MOBE 9-2 form, Lost / Damaged Equipment Notice, from the incident and
 - (2) Invoice copies showing the actual costs incurred.

14.4 Additional Costs

14.4.1 Telephone

- Allowable (reimbursable) telephone expense includes use for incident business by IMT members, and “reasonable and prudent” use for limited calls between state mobilization resources and their home agency, e.g., a brief daily status report (maximum allowance is 30 minutes per day). No personal use is reimbursable.
- Reimbursement of expense must be supported by detail in the regular telephone service billing. No special billings may be used in support of these costs.

14.4.2 Per Diem

- Fire agencies will be reimbursed for their actual per diem expenses (receipts required) in accordance with existing per diem agreements, except when food is otherwise provided for, such as by a fire camp kitchen. If no per diem agreement exists, per diem will be at current Washington State Travel Regulations and Rates.

14.4.3 Personnel Accommodations

- The accommodations established for the housing, feeding, and support of state mobilization personnel shall be used when provided.
- Alternative accommodations may be utilized at the expense of the user; the costs of alternative accommodations are not reimbursable.

14.4.4 Incident Crew Change Costs

- The reimbursement of costs incurred in making crew replacements (as allowed by Section 10.4) is limited. Crew replacements are made at the option of the home fire agency and with the permission of the Incident Commander.
- Only the costs of providing transport for the crews to and from the incident are reimbursable, e.g., only the vehicle mileage expense and the costs of paying the driver (if any). No time is allowed for any of the changing crewmembers.

14.4.5 Supplies

- Non-expendable supplies checked out from the incident supply unit must be returned prior to final demobilization and departure. The cost of supplies not returned, and for which there is no documentation attesting to fire loss, transfer, or other disposition, will be deducted from unit payments.
- Fuel, oil, and maintenance costs that are chargeable to state mobilization units will be deducted from unit payments.

14.4.6 Other Expenses

- Other expenses may be authorized for reimbursement on a case-by-case basis. Such other expenses must be approved by the WSP, Fire Protection Bureau prior to the cost being incurred.